

# **Memex**

## **DARPA-BAA-14-21**

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Proposers' Day  
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## BAA PROCESS OVERVIEW

- Solicitation released utilizing BAA procedures in accordance with FAR 35.016. BAA allows for a variety of technical solutions.
- BAA is posted on FEDBIZOPPS at [www.fbo.gov](http://www.fbo.gov) (as will any amendments) and Grants.gov at <http://www.grants.gov/>.
- Abstracts are strongly encouraged in advance of proposals to minimize effort and reduce the potential expense of preparing an out of scope proposal.
- Per the BAA, submissions are due at 12:00 noon ET on 2/25/14 for abstracts and 12:00 noon ET on 4/8/14 for proposals.
- BAA covers all info needed to submit abstracts and proposals. Follow the BAA instructions for submittal and abstract/proposal preparation.
- Proposal evaluations will be accomplished through a scientific review using the evaluation criteria stated in the BAA.



## POTENTIAL AWARD INFORMATION

- Three Technical Areas (TAs); potential multiple awards in each TA.
- Proposers may submit abstracts and proposals against multiple areas but the content addressed in each should be submitted separately as follows:
  - TA1-only, TA2-only, TA1 & TA2-combined, TA3-only.
- There are no conflicts of interest between the TAs so a proposer could potentially be selected for awards in multiple TAs.
- Award amounts have not been predetermined and will depend on the quality of the proposals received and the availability of funds.
- Awards may be Procurement Contracts, Cooperative Agreements or 845 Prototype Other Transaction Agreements (OTs). No grants will be awarded.



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## **BAA ELIGIBILITY**

- All interested/qualified sources may respond subject to the parameters outlined in the BAA.
- Foreign organization/individuals may be eligible to the extent allowed by applicable Security Regulations, Export Control Laws, Non-Disclosure Agreements, and other applicable governing statutes.
- FFRDCs and Government entities are subject to applicable direct competition limitations and cannot propose to this BAA in any capacity, unless they clearly demonstrate the work is NOT otherwise available from the private sector AND provide written documentation citing the specific statutory authority establishing eligibility to propose to Government solicitations.
- Real and/or Perceived Conflicts of Interest – If applicable, identify any potential conflict and discuss the mitigation plan; failure to do so will result in proposal rejection without technical evaluation or further consideration for award. All proposers are required to disclose whether any team member is currently supplying SETA or similar support to any office at DARPA.
- Proposers interested in Technical Area 3 should be aware that performance in that area will require security clearances as outlined in Section III.D of the BAA.



## **ABSTRACT PREPARATION INFORMATION**

- Abide by the page limits outlined for each section.
- The abstract must include:
  - Cover Sheet
  - Technical Plan
  - Statement of Work, Cost and Schedule
  - Management Plan
  - Open (proposers' choice)
  - Optional 1-page bibliography
- Should provide a synopsis of the proposed project, including brief answers to the following questions:
  - What are you trying to accomplish?
  - How is it done today and what are the limitations?
  - Who will care and what will the impact be if you are successful?
  - How much will it cost, and how long will it take?



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## PROPOSAL PREPARATION INFORMATION

- Proposals consist of two volumes – Technical (with required Appendix A and optional Appendix B) and Cost.
- Volume 1 - Technical and Management
  - Volume 1 has a maximum page limit of 20 pages for proposals submitting to a single Technical Area. Proposals that include both Technical Areas 1 and 2 may increase the Volume 1 page limit to 25 pages. The evaluation team will not review any submitted pages that exceed the Volume 1 limit.
  - Volume 1 will include a mandatory Appendix A and an optional Appendix B; neither appendix will count towards Volume 1's total page limit.
- Volume 2 – Cost
  - No page limit; however, information incorporated into Volume 2 which is not related to cost will not be considered.
- The BAA will describe the necessary information to address in each volume –
  - Make sure to include every section identified.
  - If a section does not apply – put "None" (e.g., Animal Use – None, OCI - None)
  - Include a working spreadsheet as part of your Cost Volume submission.
  - Remember: Appendix A is mandatory.



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## PROPOSAL PREP – TECHNICAL DATA RIGHTS

- Government desires, at a minimum, **Government Purpose Rights** for any proposed noncommercial software (including source code), software documentation, hardware designs and documentation, and technical data. Since Memex will emphasize creating and leveraging open source technology and architecture, IP rights and software licenses asserted by proposers are strongly encouraged to be aligned with open source regimes.
- Data Rights Assertions – Assert rights to all technical data and computer software generated, developed, and/or delivered to which the Government will receive **less than Unlimited Rights**. This information may be assessed during evaluations.
  - Provide and justify basis of assertions that apply to the Prime and any Subs. A prescribed format will be included in the BAA. Break out these assertions in a separate table (if possible) to be included as an attachment to a resultant award.
  - If applicable, explain how the Government will be able to reach its program goals (including transition) within the proprietary model offered; and
  - Provide possible nonproprietary alternatives in any areas that might present transition difficulties or increased risk or cost to the Government under the proposed proprietary solution. NOTE: proposers expecting to use, but not to deliver, open source tools or other materials in implementing their approach may be required to indemnify the Government against any legal liability arising from such use.



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## ITEMS TO NOTE

- Understand and be compliant with the System for Award Management (SAM), Electronic and Information Technology compliance, Employment Eligibility Verification (E-verify), Reporting Executive Compensation and First-Tier Subcontract Awards and Updates of Information Regarding Responsibility Matters (FAPIIS).
- Awardees will be required to use i-Edison and Wide Area Workflow (WAWF).
- Subcontracting Issues
  - Non-Small Businesses: Subcontracting Plans required for FAR-based contracts with subcontracting possibilities expected to exceed \$650,000.
  - Subcontractor cost - Proposals must include, at a minimum, a non-proprietary, subcontractor proposal for EACH subcontractor.
  - If utilizing FFRDC, Government entity, or a foreign-owned firm as a subcontractor, submit their required eligibility information, as applicable.





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- Proposals must be valid for a minimum of 120 days
- If a prospective proposer believes a conflict of interest exists or may exist (whether organizational or otherwise) or has a question on what constitutes a conflict, the proposer should promptly raise the issue with DARPA by sending the proposer's contact information and a summary of the potential conflict to the BAA mailbox before preparing a proposal and mitigation plan.
- Document files must be in .pdf, .odx, .doc, .docx, .xls, and/or .xlsx formats.
- Submissions must be written in English.



## **PROPOSAL SUBMISSION**

- DARPA anticipates submissions will be UNCLASSIFIED.
- Follow the procedures outlined in the BAA for all submissions. DO NOT submit abstracts and proposals except as outlined in the BAA (e.g., email/fax submissions will not be accepted).
- The DARPA/I2O web-based upload system will be used for all unclassified abstracts and all unclassified proposals requesting a procurement contract or OT. Remember, unique user ID and password must be created for each submission.
- DO NOT wait until the last minute to submit abstracts and proposals – the submission deadlines as outlined in the BAA will be strictly enforced and late submissions may not be evaluated.



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## EVALUATION / AWARD

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- No common Statement of Work - Proposal evaluated on individual merit and relevance as it relates to the stated research goals/objectives rather than against each other.
- Evaluation Criteria (listed in descending order of importance) are: (a) Overall Scientific and Technical Merit; (b) Potential Contribution and Relevance to the DARPA Mission; and (c) Cost Realism.
- Evaluation Process is a scientific/technical review - Reviews conducted by panels of experts that may include contracted Government SETAs bound by strict non-disclosure agreements.
- Government reserves the right to select for award all, some, or none of the proposals received, to award portions of a proposal, and to award with or without discussions.
- DARPA anticipates that program goals may be met by proposers intending to perform fundamental research and does not anticipate applying publication restrictions of any kind to individual awards for fundamental research that may result from this BAA.



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## COMMUNICATION

- Prior to Receipt of Proposals – No restrictions, however Gov't (PM/PCO) shall not dictate solutions or transfer technology. Unclassified FAQs will be periodically posted to this BAA's DARPA web page.
- After Receipt of Proposals – Prior to Selection: Government (PM/PCO) may communicate with offerors in order to understand the meaning of some aspect of the proposal that is not clear or to obtain confirmation or substantiation of a proposed approach, solution, or cost estimate.
- After Selection/Prior to Award: Government (PCO) may clarify aspects of the proposal and/or may conduct negotiations. Government (PM/COR/PCO) may clarify the Statement of Work or, in cases where only portions of the proposal are accepted, may discuss reductions to the scope to match the selected effort.
- Informal feedback for proposals not selected for funding may be provided once the selection(s), if any, are made.

**Only a duly authorized Contracting Officer may obligate the Government**



## TAKE AWAY

- Submit abstracts and proposals before the due dates/times - Do NOT wait until the last minute to submit.
- Read and understand the BAA.
- Follow the BAA when preparing abstracts and proposals.
- Submit working spreadsheet(s).
- The Contracting Officer is the only Government official authorized to obligate the Government.